



CITY OF SAN CITY BRUNO

PARKS AND RECREATION COMMISSION AGENDA

Wednesday, October 18, 2017 • 6:30 p.m. • San Bruno City Hall, Room 115, 567 El Camino Real

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us **48** hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

- 1. CALL TO ORDER/ROLL CALL:**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. REVIEW OF AGENDA:**
- 4. APPROVAL OF THE MINUTES:** August 16, 2017 and September 20, 2017
- 5. CONSENT CALENDAR:**
- 6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
- 7. NEW BUSINESS:**
 - a. Receive Report and Provide Input on Proposed Park Improvements Related to the Proposed Skyline College Residential Project
 - b. Review of Parks and Recreation Commission 2016-17 Annual Report to City Council
- 8. UNFINISHED BUSINESS:**
 - a. Park Inspection/Tour Program Ad-Hoc Subcommittee Recommended Changes to the Commission Park Tour Program
 - b. Results of the 2017 Inspection of Community and Neighborhood Parks
- 9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
 - a. Subcommittee Updates (as needed)
 1. Adopt-a-Park Program (Palmer, Gonzales)
 - b. Report from Commissioners
- 10. ITEMS FROM STAFF:**
- 11. ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Parks and Recreation Commission August 16, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Staff: Burns and Brewer.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Gonzales led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Nigel/Salazar** to approve the minutes of the June 21, 2017 meeting. Approved unanimously. Vice Chair Davis, Commissioner Gonzales and Commissioner Melendrez abstained.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Formation of a Subcommittee to Develop a Draft Annual Park Inspection Program for Future Commission Input and Adoption – Director Burns told the Commission that in response to their request for modifications to their current inspection program, staff was currently working on inspections of all its parks in order to address deficiencies or concerns. In order to better fulfill what the Commission would like from their inspection program, staff is requesting that a subcommittee be formed to help draft a new inspection program.
Commissioner Greenberg asked what the subcommittee will be doing and Director Burns replied that they will be helping put together a schedule as well as developing a standard checklist for all parks. Director Burns added that staff had started inspections of City parks. She presented inspection results of parks west of El Camino Real.
Vice Chair Davis asked if there is any other kind of park safety inspection performed by staff and Director Burns replied that parks staff does a daily safety check. Additionally, once a month there is a thorough inspection and quarterly there is an irrigation inspection. Commissioners Greenberg, Melendrez and Nigel volunteered to be on the subcommittee.
 - b. Oral Report Update on Capital Improvement Projects – Director Burns told the

Commission that in the next City Council's meeting agenda there is a request for the City Manager to authorize a contract for construction of Earl-Glenview and Florida Avenue Parks. With the approval on August 22, 2017, construction should begin by early October with an estimated completion date in early 2018. Director Burns also told the Commission that the construction of the restrooms at City Park had been delayed by the contractor and rescheduled to begin demolition by mid-September. She added that all the work should be completed by end of calendar year. Director Burns went on to tell the Commission that the park pathway project had been completed in the lower part of City Park and the contractor is scheduled to come back to complete the upper park in September. She added that Superintendent Brewer was working on an invitation for bids to continue the park pathway work at Commodore Park, followed by Grundy Park. **Commissioner Gonzales** commented that one of the pathways at Grundy Park needs to be a high priority due to its current condition.

Vice Chair Davis added that based on Commissioner Gonzales's comment, she would like to know how the parks were prioritized for the pavement work to be completed. Director Burns replied that staff looked at a combination of use and risk. Director Burns went on to advise the Commission that the Parks Corporation Yard was added to the Capital Improvements Projects and would be undergoing some remodeling of the interior break room, locker area and restrooms. She also said that City Council appropriated \$150,000 for improvements to the Commodore Dog Run in the current fiscal year and that the City would be doing community outreach to invite residents to a meeting in order to provide some input for the Commission's and City Council's consideration on desired improvements to the dog run.

Commissioner Gonzales asked for clarification on the difference between a dog run and a dog park. Director Burns replied that the San Bruno Municipal Code refers to the space at Commodore Park as a Dog Run, as a park and run are typically differentiated by the amenities offered.

Vice Chair Davis commented that the state of the Commodore Park dog run has been discussed several times over the years and asked that if the Commission will be inviting the community to their next meeting that they treat it as more of a brainstorming session to make sure to capture all the ideas people will be suggesting. Director Burns suggested that the Commission hold a regular meeting and invite residents for a Commission study session immediately following their Commission meeting to better facilitate residents providing their input for Commodore Park Dog Run.

Commission Salazar suggested the format be more like the community meeting used to seek community input for the design of the new parks and that the meeting be facilitated by the Commission and staff. The Commission agreed to the community meeting.

Lastly, Director Burns updated the Commission on the Senior Center incident that left half of the multipurpose room closed. Demolition has begun in order to fully restore its usage and staff has been able to keep the lunch program available by using space at St. Robert's Church and the Veterans Memorial Recreation Center. Staff estimates reconstruction to be complete by the end of the calendar year.

Commissioner Greenberg asked how the construction will be paid for and Director Burns responded that the City is currently filing a claim with the involved insurance companies.

8. **UNFINISHED BUSINESS:** None.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Commissioner Gonzales** wanted the Commission to keep in mind that prior to the two new parks opening, they schedule small neighborhood projects for the two new parks.
Commissioner Salazar commented that he would like the Commission or staff to respond to letters sent by resident, Ryan Mrsny. Director Burns said that staff would provide a response. Commissioner Salazar also asked for staff to please provide more information to residents through social media channels so that they are better informed.
Commissioner Greenberg informed staff that she had been told by residents that Beckner Shelter has become an area where homeless people are camping out and using drug paraphernalia. She added that the last day of Junior Giants would be on August 19.
Commissioner Gonzales asked for an update on the painting project and Director Burns responded that the painting project was finished and staff would be presenting a staff report to City Council in September to accept the project. Commissioner Gonzales asked how the new Recreation activity, "Dive-In Movies" went and Superintendent Brewer said that the first one was cancelled due to low enrollment but that the second one would be taking place. Commissioner Gonzales also wanted to thank staff for the work they had done at Grundy Park prior to "National Night Out". She also asked if staff could advertise next year's "National Night Out" by putting signs up at all parks.

10. **ITEMS FROM STAFF:** None.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:05 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



MEETING MINUTES

Parks and Recreation Commission September 20, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Salazar, and Zamattia. Commissioners Excused: Nigel. Staff: Burns, Brewer, Venezia, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Davis led the Pledge of Allegiance.
3. **REVIEW OF AGENDA: MSC Davis/Gonzales** to Continue item 7b. to the October meeting in order for the Commission to have more time to review the item at the October meeting. Passed with a 6-1 vote. Commissioner Greenberg opposed.
4. **APPROVAL OF MINUTES:** Continued to October meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Presentation from the Park Inspection/Tour Program Ad-Hoc Subcommittee on Recommended Changes to the Commission Park Tour Program –
Commissioner Greenberg told the Commission that the subcommittee met and was considering changing their program from a few parks being visited by the Commission per year to every Commissioner visiting every park at least once a year. She added that the subcommittee would like the program to be called a Park Tour Program, not inspection. **Commissioner Melendrez** added that they would like an October deadline for the Commission to visit the parks each year. **Commissioner Gonzales** asked if they would have a checklist. **Commissioner Greenberg** responded that there would be a checklist to cover a few general key areas that would address the user's experience. **Vice Chair Davis** commented that she thought visiting all the parks would be a lot to cover in one year and suggested that they also create an easy grading process for the Commissioners to use when visiting the parks. **Commissioner Zamattia** said that she likes the Commission visiting the parks together as a group. **Commissioner Greenberg** agreed with Commissioner Zamattia about the Commission visiting the parks together but the subcommittee felt that the four year cycle was too long in between visits. **Chair Palmer** said that the Commission should add this to the

October agenda to better discuss it and **Vice Chair Davis** added that they review the old schedule and that she has an example for the Commissioners on a type of checklist they can use. **Chair Palmer** asked that it be continued to the October agenda.

- b. Results on the 2017 Inspection of Neighborhood Parks – Continued to October agenda.
- c. Update on Recreation Registration and Facilities Reservation Software Conversion – Superintendent Brewer advised the Commission that staff would be recommending Rec 1 as the new software company for registration and facility reservations and that the City had provided written notice to terminate to their current software company effective February 8, 2018. Staff would be making a presentation to the City Council on September 26, 2017 requesting authorization to proceed with the conversion to Rec 1. Once staff receives authorization, implementation of the new Rec 1 software will take approximately four months during October through January. She added that the new software program will cost less for both the users and the City and would include features such as social media sharing for classes and programs.

8. **UNFINISHED BUSINESS:** None.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Vice Chair Davis** asked how staff would be handling future communications from the public due to the oversight with a recent letter. Director Burns responded that staff is diligent in getting information to the Commission in a timely manner and the correspondence to which Commissioner Davis referred had been mistakenly overlooked by staff but once staff realized the error, they correspondence was immediately forwarded to the Commission and response provided to the resident. She added that an email had come into a general online inbox requesting the Commission's presence at an AYSO event and staff provided the email to the Commission within two business days.

Commissioner Salazar asked if it was possible for the Commission to have an alias inbox that would be redirected to each Commissioner individually. Director Burns responded that she would look into it.

10. **ITEMS FROM STAFF:** Director Burns told the Commission that staff is currently seeking to set a date for the groundbreaking of the new Florida Avenue and Earl-Glenview Parks.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 6:58 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: October 18, 2017

TO: Parks and Recreation Commission

FROM: Kerry Burns, Community Services Director
Mark Sullivan, Long Range Planning Manager

SUBJECT: Receive Report and Provide Input on Proposed Park Improvements
Related to the Proposed Skyline College Residential Project

BACKGROUND

The San Mateo County Community College District and Summerhill Homes have submitted an application to construct a 70-unit residential project on an 8-acre vacant parcel located on the east side of the Skyline College campus near the main entrance, south of College Drive and east of College Road. The proposed project would subdivide the parcel into two separate project sites: a 2-acre site for development of 30 multi-family rental units for college faculty and staff, and a 6-acre parcel for 40 single-family homes. The proposed project is one component of a campus Master Facilities Plan, which includes new building construction, modernization and renovation of existing college facilities, pedestrian pathway, landscape and hardscape improvements, parking lot expansion, potential renewable energy installations, and roadway improvements.

Planning staff is seeking input from the Parks and Recreation Commission on the proposed public recreation facilities included in the proposed project. The proposal includes two recreational amenities that will be available for public use, a neighborhood park with a children's play area within the single family project and an off-site fitness park located on the Skyline College campus.

The proposed project will include the multi-family and single family projects, an internal roadway, landscaped common areas and parks. The common areas and parks total approximately 2.2 acres. The development will be landscaped with new trees, shrubs and groundcover, bio-retention areas for storm water quality treatment, new street trees on the internal streets and along College Drive and College Road, and landscaped open space adjacent to Allen Drive. A drought tolerant plant palette is proposed specific to the site's microclimate. The project would remove 136 mature trees and replace them with 201 new trees, 131 of which would be 36" box trees. Architectural retaining walls will be integrated into the landscaping design. An architectural sound wall will be located along College Drive and College Road.

The City's Architectural Review Committee (ARC) reviewed the proposal for compliance with City design aspects of the project, including zoning standards and residential design guidelines, on September 14, 2017. The ARC was pleased with the site design

and architecture and forwarded the application to the Planning Commission for the next stage of review, tentatively scheduled in November 2017. The application requires final approval by the City Council.

DISCUSSION

Planning staff seeks input from the Parks and Recreation Commission and the public on the neighborhood park and off-site fitness park, including elements such as the overall park layout, play area and fitness equipment, and the planting plan. The parks consists of the following:

Neighborhood Park. The neighborhood park, or tot lot park, will be located within the single family project, near the north entrance from College Drive. The tot lot will be available for public use. The tot lot will be 5,187 square feet in area with ADA access on two sides from a new city-standard sidewalk. The surface will be of a rubberized safety surface. The proposed play structure would provide a variety of play activities including climbing and sliding. The park would include benches, lighting, trees and shrubs, fencing from the homes.

Off-Site Fitness Park. The off-site fitness park would be located across College Road from the residential project on the Skyline College campus property, around the southeastern edge of the soccer field. The total area of the fitness park would be approximately 0.29 acres. A new accessible pathway would be constructed connecting the residential project and college parking lot to the fitness area. The improvements would include an accessible path with safety surfacing and six fitness stations, with surrounding ground cover. The fitness stations would provide a variety of durable, weather resistant outdoor exercise machines for rowing, pull ups, elliptical, etc.

GGNRA Trail Connection. The new trail improvements would connect the parking lot south of the residential project to the Sweeney Ridge trailhead in the Golden Gate National Recreation Area (GGNRA). The trail surface will be decomposed granite. Signage would be installed in strategic locations according to GGNRA standards to increase awareness of this hiking trail.

These outdoor amenities will provide new recreational opportunities for both new and existing residents of San Bruno consistent with the Open Space element of the San Bruno General Plan.

FISCAL IMPACT

The developer will construct the parks improvements. The Homeowner's Association for the single family homes will maintain all open space and parks within the single family development, and the Community College District will maintain the outdoor fitness area and trails.

ATTACHMENTS

Skyline Residential Project Parks Plans

**Parkland Proposal for SummerHill Homes and San Mateo County
College District Development on Parcel B at Skyline College**

April 2017

Introduction

In addition to the approximate .25 acres of improved parkland provided on Parcel B, the College District proposes to provide additional improved parkland to satisfy the remainder of the parkland dedication obligation required of the single family home portion of the Skyline College Residential development as follows.

Outdoor Fitness Park

The College District proposes to provide an outdoor fitness park that is designed to offer a full body workout on College District property. The park would be open to the public—as are all other College athletic facilities—and the College District would enter into an agreement with the City of San Bruno to assure that the park is maintained and improvements replaced when needed over time.

The stations to be included in the outdoor fitness park will include the following:

- **Warm-Up Station**—offers for up to four exercisers 1) shoulder and stretch warmup, 2) recumbent bike and arm cycle, 3) sitting rotator for abdominal stretch, and 4) vertical ladder for abdominal workout and stretch
- **Elliptical Cross Trainer**—develops strength in legs and hips and improves cardiovascular endurance
- **Combo Press Pull**—combines two functions—seated chest press and seated lat pull
- **Pull-Up and Dip Station**—for pull ups, dips, leg lifts and stretching exercises
- **Leg Press**—develops leg strength using body weight for resistance; two stations
- **Rowing Machine**—develops strength in back, shoulder and biceps as well as cardiovascular work out

The fitness park will also include City of San Bruno/Skyline College Fitness Park signage and bike racks.

Fitness Park Location Options

The College District has identified two potential locations for the fitness park: 1) a park near the existing track and soccer field within the confines of the developed Skyline College campus or 2) a linear park along the south side of College Drive between Skyline Boulevard and Allen Drive. The College District owns the land in both locations. We are providing two Google Earth renditions of the locations, showing the conceptual design in each.

Skyline Campus Fitness Park Option

The advantages of locating the fitness park near the track and soccer field are 1) the track is lightly used by the College for PE classes and rentals* and is heavily used by San Bruno residents for their fitness regime and locating the park here could enhance San Bruno residents' experience; 2) locating it within the developed campus provides more security due both to the heavy use of the track and to the possibility that the District could, if needed, add security cameras in this location; and 3) parking for this location is very convenient in Lot A and residents can easily walk to it as well. There would be a designated parking area for users.

College Drive Linear Fitness Park Option

The advantages of locating the fitness park along College Drive are that 1) existing San Bruno residents living near the campus would have more direct access and 2) it would be visible from Skyline Boulevard. Those who drive would need to park along College Drive, which is a busy thoroughfare, or on Longview Drive. College Drive is outside the developed area of the campus so there is little oversight of this area by campus staff on daily basis.

While the College District is committed to either option, we prefer locating the fitness park near the track and soccer field which more accessible to walkers and runners who already use the track and much closer to parking on campus.

Fitness Park Equipment

The Fitness Park products are built by TriActive America, which uses a zinc primer and powder coating thickness to 6-8 mils. The equipment is surface mountable and will be secured in safety surfacing. It is tested for 1000 hours of salt spray resistance, equivalent to 10 years exposure. The equipment supports a body weight of up to 330 lbs.

TriActive America uses recycled steel that is powder-coated and undergoes the following: 1) steel is resurfaced with high velocity sand blasting to remove rust; 2) chemicals are used for pre-treatment, high pressure spray; 3) iron phosphate coating is applied, high pressure spray; 4) zinc rich powder coating is applied (2-4 mils.); 5) polyester powder coating applied 2-4 mils.

The equipment has instruction decals that explain how to use the equipment and warning decals that specify maximum weight and warn to keep children under the age of 13 outside of the equipment training envelope.

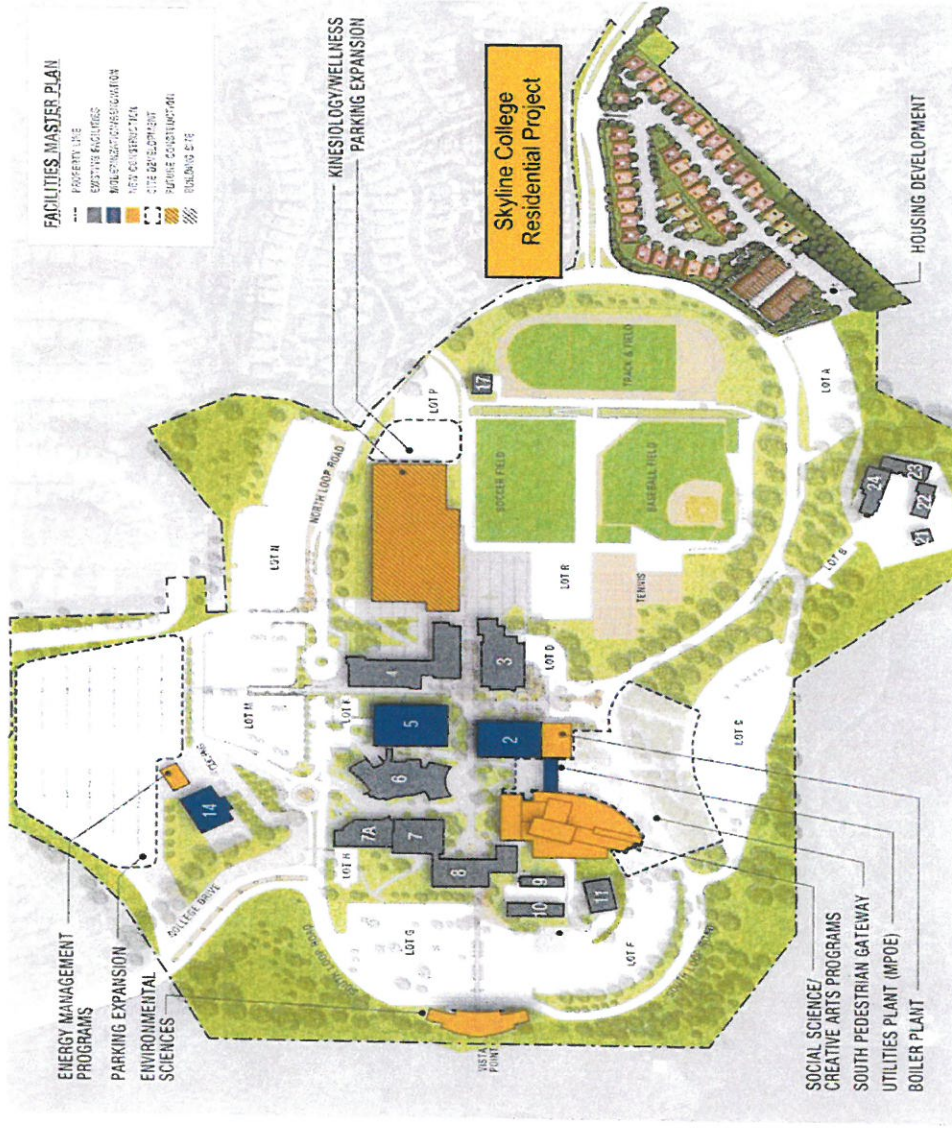
The equipment complies with ASTM F3101-15 safety standards that cover proper design, manufacturing, installation, maintenance and other practices for outdoor fitness equipment that is designed to be used in outdoor public settings.

Additional Public Recreation Improvements: Pathway to GGNRA Trail to Sweeney Ridge

The College District is also planning to create a decomposed granite pathway from College Road, near Parking Lot A, to the sidewalk that leads to the Facilities Maintenance Facility, where the Sweeney Ridge Trail begins. We are working with the Golden Gate National Recreation Area (GGNRA) to secure signage that will be placed on College Road. This path and signage will increase the visibility of the Sweeney Ridge Trail.

This pathway would be in addition to the Parkland Proposal the College District is offering. This pathway cannot be completed until the demolition and reconstruction on Building 1 on campus is completed; it is estimated to be completed in 2019.

**PE/Athletic Dean Joe Morello estimates that the track is used Monday – Friday approximately 2 hours per day by PE classes. The College does not have a track and field team. There is no use on weekends except for an occasional rental. He estimates the soccer field is used Monday – Friday approximately 6 hours per day and, depending on rentals which do not occur that often, 3-6 hours per weekend day.*



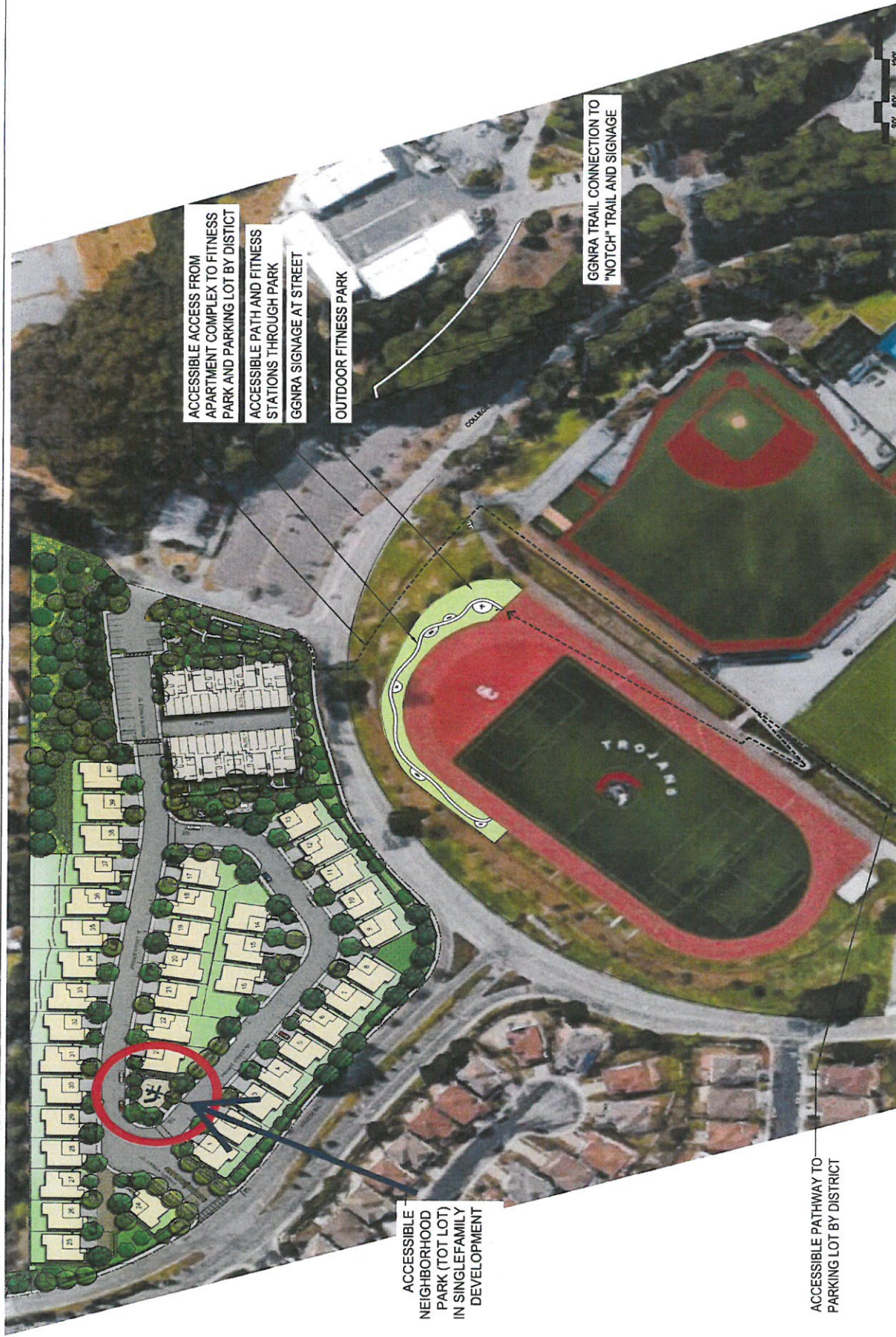
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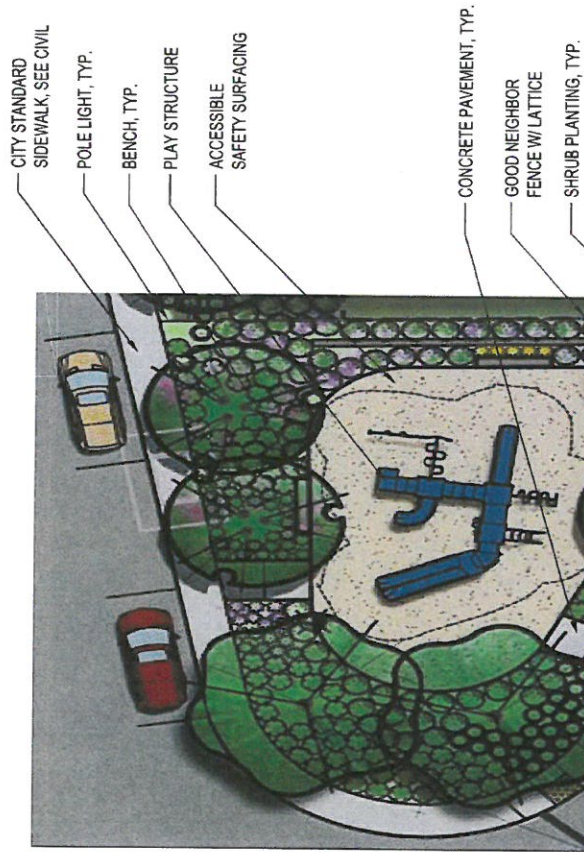


SKYLINE COLLEGE RESIDENTIAL
SAN BRUNO, CA #2016-005

SKYLINE COLLEGE 2015 MASTER PLAN AMENDMENT PLAN
JUNE 30, 2017

A0.0.3





NEIGHBORHOOD PARK ENLARGEMENT



6/16/17

SCALE: 1"= 10'-0"

NEIGHBORHOOD PARK - TOT LOT

VAN DORN ABED
LANDSCAPE ARCHITECTS, INC.
81 14TH ST., SAN FRANCISCO, CA
79 415 381 8844 FAX 415 381 8845

SKYLINE COLLEGE
FACULTY & STAFF HOUSING
SAN BRUNO, CALIFORNIA

L1.2



SCORED CONCRETE FOR PATHWAYS AND PARKGAME AREA



STAMPED ASPHALT



POURED IN PLACE PLAY SURFACING



ENTRY SIGNAGE ON RETAINING WALL



PICNIC TABLES AND BENCHES IN GATHERING SPACE



GAME AREA OPTIONS



BBQ



FIRE PIT

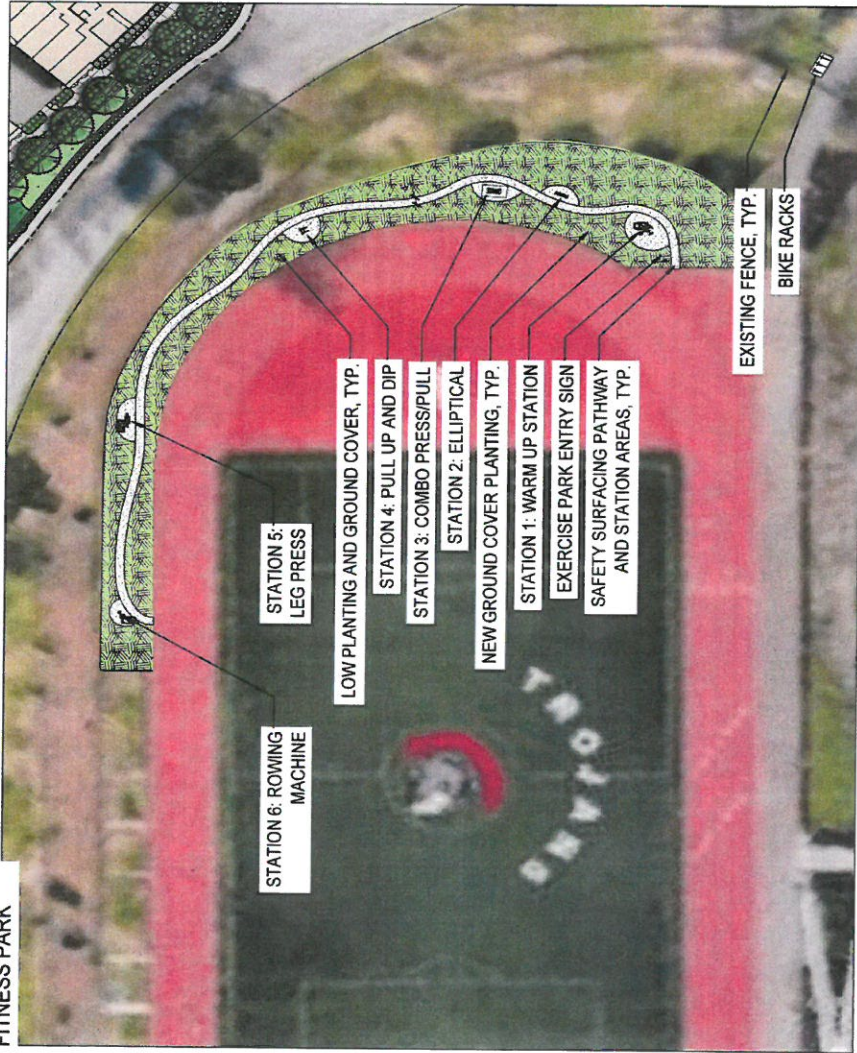


PLAYGROUND STRUCTURE



LIGHT POLE

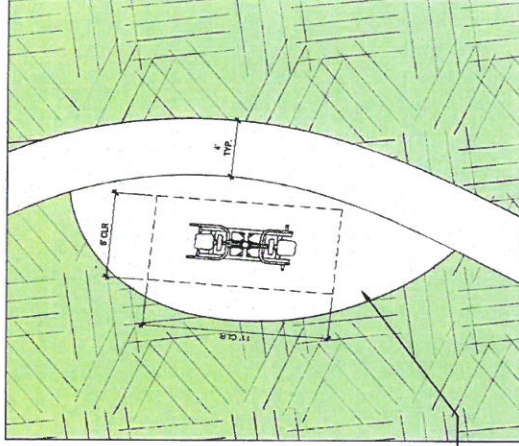
FITNESS PARK



NOTE: TOTAL AREA OF FITNESS PARK IS APPROXIMATELY .34 ACRES



FITNESS STATION ENLARGEMENT:
COMBO PRESS AND PULL
NOTE: EACH FITNESS STATION HAS
DIFFERENT CLEARANCE ZONES



SAFETY SURFACE- ALL
ROUTES AND EQUIPMENT
ARE ACCESSIBLE

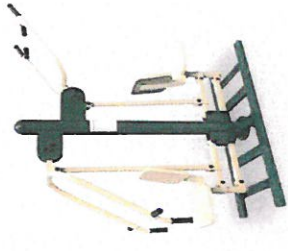




FITNESS EQUIPMENT AVAILABLE THROUGH TRI AMERICA



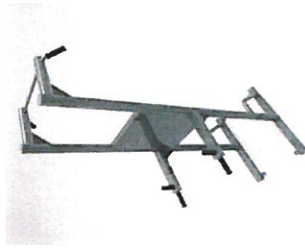
ROWING MACHINE



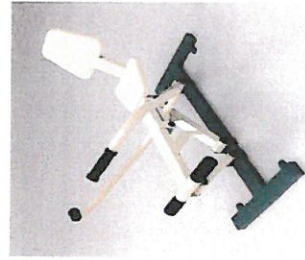
COMBO PRESS-PULL MACHINE



ELLIPTICAL MACHINE



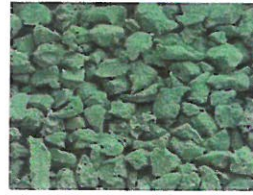
PULL UP AND DIP MACHINE



LEG PRESS MACHINE



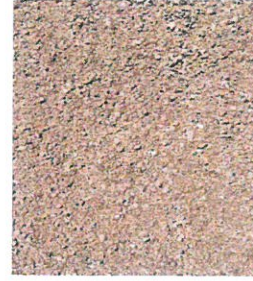
WARM UP STATION



SAFETY SURFACING FOR
FITNESS STATIONS AND
PATHS TO STATIONS



TRIO BIKE RACK



DECOMPOSED GRANITE FOR
GGNRA TRAIL CONNECTION



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: October 18, 2017

TO: Parks and Recreation Commission

FROM: Kerry Burns, Community Services Director

SUBJECT: Park Inspection/Tour Program Ad-Hoc Subcommittee on Recommended Changes to the Commission Park Tour Program

BACKGROUND:

At its August 16, 2017 meeting, the Parks and Recreation Commission established an Ad-Hoc Subcommittee of three Commissioners to evaluate the Commission's current Parks Tour Program and develop recommendations for consideration and action by the entire Commission. Commissioners Greenberg, Melendrez, and Nigel were appointed to the Ad Hoc Subcommittee with Commissioner Greenberg serving as its Chairperson. The Ad Hoc Subcommittee met, along with City staff, on September 7, 2017.

DISCUSSION:

After a discussion of the Commission's past approach of touring a few parks annually and staff's new program which provides the Commission with the results of an annual inspection of all City parks, the Ad Hoc Subcommittee is making the following recommendation to the Commission:

- All Commissioners visit all City parks annually between November and September either individually or in small groups of three or fewer Commissioners;
- When visiting the parks, Commissioners evaluate each park on the following criteria: overall appearance, upkeep, cleanliness, and offer consistent amenities with comparable parks.
- Annually at the October meeting of the Commission, Commissioners provide staff with their observations in order to have sufficient time to address their observations during the winter months and prepare budget requests for the upcoming budget development cycle.
- The Commission's Guidelines be amended to include this new program structure.

The Ad Hoc Committee is seeking the Commission's suggestions for the program based on the framework it developed at its September 7, 2017 meeting.

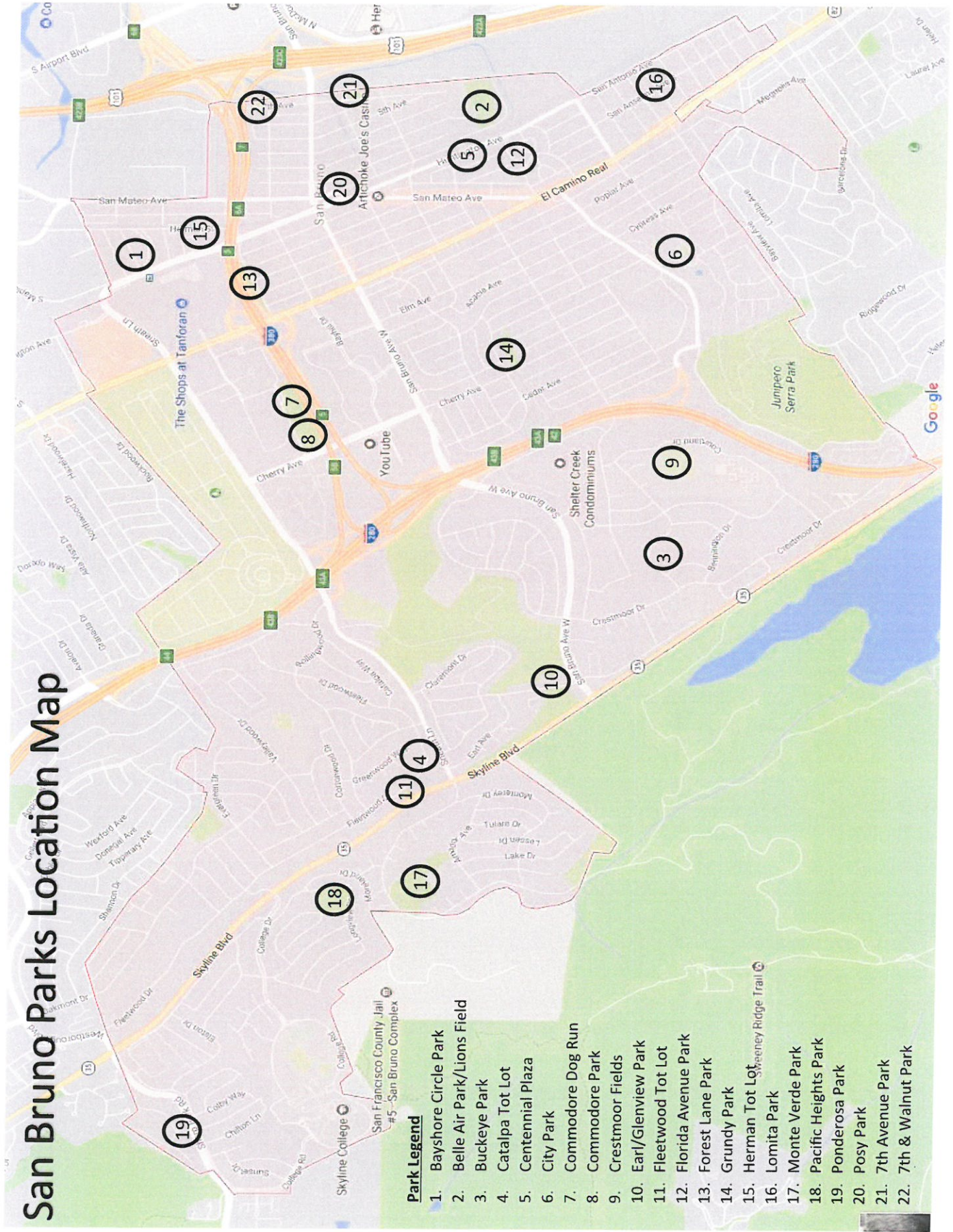
FISCAL IMPACT:

None.

ATTACHMENTS:

Location Map of City Parks
Schedule for Inspection of City Facilities
Evaluation Examples from Vice Chair Davis

San Bruno Parks Location Map



Park Legend

1. Bayshore Circle Park
2. Belle Air Park/Lions Field
3. Buckeye Park
4. Catalpa Tot Lot
5. Centennial Plaza
6. City Park
7. Commodore Dog Run
8. Commodore Park
9. Crestmoor Fields
10. Earl/Glenview Park
11. Fleetwood Tot Lot
12. Florida Avenue Park
13. Forest Lane Park
14. Grundy Park
15. Herman Tot Lot
16. Lomita Park
17. Monte Verde Park
18. Pacific Heights Park
19. Ponderosa Park
20. Posy Park
21. 7th Avenue Park
22. 7th & Walnut Park

Schedule for Inspection of City Facilities

by the Parks & Recreation Commission

Updated: April 23, 2013

Commission Goal: To inspect each of the City's recreational facilities at least once every 4 years. Inspections will take place each June.

MP #	Facility Name	MP Facility Type	Location	Year	Year
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1	City Park	Community Park	Crystal Springs @ Oak Ave	2011	2016
19	Senior Center	Recreation Center	1555 Crystal Springs Road	2011	2016
21	Veterans' Memorial	Recreation Center	251 City Park Way	2011	2016

3	Lions' Field	Neighborhood Park	South End 1st & 3rd Avenues	2012	
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14	Catalpa	Pocket Park	Catalpa Way @ Toyon Way	2013	2017
16	Herman	Pocket Park	Diamond & Herman Streets	2013	2017
17	Lomita	Pocket Park	500 San Anselmo Avenue	2013	2017
n/a	Crestmoor HS Field	SMUHSD Field	300 Piedmont Avenue	2013	2017
n/a	Parkside Field	SBPSD Field	1801 Niles Avenue	2013	2017

2	Commodore	Neighborhood Park	Commodore Dr @ Cherry Ave	2014	2018
3	Lions' Field	Neighborhood Park	South End 1st & 3rd Avenues	2014	2018
n/a	Belle Air Field	SBPSD Field	South End 1st & 3rd Avenues	2014	2018
22	Belle Air Center	Recreation Center	South End 1st & 3rd Avenues	2014	2018
6	Forest Lane	Neighborhood Park	Forest Lane @ Green Ave	2014	2018
7	Grundy	Neighborhood Park	Cherry & Park Avenues	2014	2018
9	Bayshore Circle	Neighborhood Park	North Bayshore Circle	2014	2018
12	7th Avenue	Neighborhood Park	7th Ave @ Pine St & Angus Ave	2014	2018
13	7th & Walnut	Neighborhood Park	7th Ave @ Walnut St	2014	2018

4	Monte Verde	Neighborhood Park	Oakmont @ Evergreen Drives	2015	2019
5	Buckeye	Neighborhood Park	Redwood Dr near Madison Ave	2015	2019
8	Pacific Heights	Neighborhood Park	Longview @ Goodwin Drives	2015	2019
10	Fleetwood	Neighborhood Park	Fleetwood Dr near Rollingwood Dr	2015	2019
11	Ponderosa	Neighborhood Park	Pacific Heights Blvd @ Seaciff Way	2015	2019
20	Portola Center	Recreation Center	Amador Ave @ Lake Dr	2015	2019

15	Earl & Glenview	Pocket Park	Earl Ave @ Glenview Dr	Delayed	
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Park and Facility Evaluation

Kris Gonzalez Laura Davis Lorry Greenberg

	Kris Gonzalez		Laura Davis		Lorry Greenberg		TOTAL		Notes
	Appearance	Cleanliness	Upkeep	Appearance	Cleanliness	Upkeep	Appearance	Cleanliness	
Bayshore Circle Park	3	2	2	2	2	2	3	2	19 Commissioner Greenberg identified overgrown weeds, grafatti on slide
Lions Field	1	2	2	1	2	2	1	1	19 Commissioner Davis and Gonzalez advised area near home truf is fadings and very worn down.
Belle Air Park	2	2	2	2	2	2	2	2	18 None
Buckeye Park	2	2	2	2	2	2	2	2	18 None
Catalpa Tot	2	2	1	2	2	1	2	2	15 Commissioner Davis Greenberg, and Gonzalez noticed a lot weeds growing along the the fence
Commodore Park									
Baseball fields	2	2	2	2	2	2	1	1	15 Commissioner Greenberg advised benches in the stands are in poor shape and weeds overgrown
Playground	3	3	3	3	3	3	3	3	27
Dog Park	1	1	1	1	1	1	1	1	9 ALL Commissioners reported major issues. Park to be discussed at Agenda on XXX

3 = Excellent
2 = Good
1 = Poor
Note: If scored 1, please explain

Park and Facility Evaluation

	Kris Gonzalez				Laura Davis				Lorry Greenberg				Notes
	Appearance	Cleanliness	Upkeep	Appearance	Cleanliness	Upkeep	Appearance	Cleanliness	Upkeep	Appearance	Cleanliness	Upkeep	
Bayshore Circle Park	A	B	B	B	B	B	A	B	B	A	B	C	Commissioner Greenberg identified overgrown weeds, grafatti on slide
Lions Field	C	B	B	C	B	B	C	B	B	C	C	B	Commissioner Davis and Gonzalez advised area near home truf is fadings and very worn down.
Belle Air Park	B	B	B	B	B	B	B	B	B	B	B	B	None
Buckeye Park	B	B	B	B	B	B	B	B	B	B	B	B	None
Catalpa Tot	B	B	C	B	B	C	B	B	C	B	B	C	Commissioner Davis Greenberg, and Gonzalez noticed a lot weeds growing along the the fence
Commodore Park													
Baseball fields	B	B	B	B	B	B	C	B	B	C	C	C	Commissioner Greenberg advised benches in the stands are in poor shape and weeds overgrown
Playground	A	A	A	A	A	A	A	A	A	A	A	A	
Dog Park	C	C	C	C	C	C	C	C	C	C	C	C	ALL Commissioners reported major issues. Park to be discussed at Agenda on XXX

A = Excellent
 B = Good
 C = Poor
 Note: if poor please explain



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: October 18, 2017

TO: Parks and Recreation Commission

FROM: Kerry Burns, Community Services Director
Dan Venezia, Parks Field Supervisor

SUBJECT: Results on the 2017 Inspection of Community and Neighborhood Parks

BACKGROUND:

Commencing in 2017, staff from the the Parks Maintenance Division of the Community Services Department initiated the annual inspection of all City parks, medians, and facilities planted areas to proactively identify areas in need of attention beyond that performed on a daily basis throughout the City's parks. The goal of the annual inspection is to ensure consistency in amenities as well as a consistently high standard of maintenance and care. This annual inspection supplements the daily inspections performed by the Parks Maintenance Division staff in parks throughout the City to identify hazards or conditions requiring urgent attention.

Provided as an attachment to this report are the results of the 2017 inspection of the City's Community and Neighborhood Parks.

DISCUSSION:

The annual inspection of the City's parks is performed in the late summer and early fall and is designed to achieve three objectives. The first objective is to ensure, before the weather turns rainy, refurbishments are completed to fixtures and equipment. For example, this might include the repainting of benches and picnic tables or deferred maintenance to restrooms and/or barbeques. The second objective is to assess planted areas after heavy spring and summer use and conduct the necessary maintenance and winterizing during the fall and early spring, the optimal growing cycles, and prior to the parks' heavier use in the coming spring and summer. The third objective is to develop a needs inventory in order to develop budget requests for funding in the upcoming fiscal year's operating and capital improvement program budgets. These requests would seek funding for larger projects, beyond the funding currently provided in the operating budget for the routine maintenance of City parks.

Through this inspection program, staff is seeking to ensure Community and Neighborhood Parks throughout the City are equipped with comparable amenities. The amenities include play structures, benches, picnic tables, trash and recycling receptacles, signage, and well maintained turf and planted spaces.

These Neighborhood Parks include:

Bayshore Circle Park
Catalpa Tot Lot
Fleetwood Tot Lot
Forest Lane Park
Herman Tot Lot
Pacific Heights Park
7th Avenue Park

Buckeye Park
Earl-Glenview Park
Florida Avenue Park
Grundy Park
Lomita Park
Ponderosa Park
7th & Walnut Park

This inspection program also includes the City's Community Parks which include:

Centennial Plaza
Commodore Park
Crestmoor Fields
Monte Verde Park

City Park
Commodore Park Dog Run
Lions Field (and Belle Air Park)
Posy Park

Many of these Community Parks included the amenities incorporated in Neighborhood Parks. They may also include ball fields and rental picnic amenities or, in the case of Centennial Plaza and Posy Park, serve as important gathering spaces in the City's downtown.

FISCAL IMPACT:

The financial resources necessary to address the deficiencies identified in the 2017 Inspection of Community and Neighborhood Parks are available as a result of the City Council's approval in the 2017-18 Operating Budget of one new Parks Maintenance Worker I/II and one new Parks Maintenance Lead worker and approved funding in the Parks Maintenance operating supplies budget.

ATTACHMENTS:

1. 2017 Community and Neighborhood Park Inspection Results

2017 Parks Inspection Results

October 18, 2017

Community Parks

Centennial Plaza, City Park, Commodore Park, Commodore Park Dog Run, Crestmoor Fields, Lions Field-Belle Air Park, Monte Verde Park, and Posy Park

Neighborhood Parks

Bayshore Circle Park, Buckeye Park, Catalpa Tot Lot, Earl-Glenview Park, Fleetwood Tot Lot, Florida Avenue Park, Forest Lane Park, Grundy Park, Herman Tot Lot, Lomita Park, Pacific Heights Park, Ponderosa Park, 7th Avenue Park, and 7th & Walnut Park

COMMUNITY PARKS

Centennial Plaza

- Prune plant material in spring.

City Park

- Turf-seed and top dress in spring.
- Adjust irrigation system in winter.
- Pressure wash picnic tables and BBQs in spring.
- Pressure wash all park benches in spring.
- Mulch all picnic sites in winter.
- Replace wind screen on tennis courts in winter.

Commodore Park and Dog Run

- Turf- seed and top dress in spring.
- Preventative maintenance of irrigation system in winter.
- Prune plant material along I-380 fence in spring.
- Paint restrooms in winter.
- Replant area behind restrooms in spring.
- Pressure wash picnic tables and BBQs in winter/spring.

Crestmoor Fields

- Turf- seed and top dress in spring.
- Preventative maintenance of irrigation system in winter.
- Prune plant material along outer fence and between fields spring/summer.

Lions Field-Belle Air Park

- Turf-seed and top dress in spring.
- Preventative maintenance of irrigation system in winter.
- Paint restrooms in winter.
- Pressure wash picnic tables and dugouts in winter.

Monte Verde

- Turf- seed and top dress in spring/summer.
- Preventative maintenance of irrigation system in winter.
- Clean creek/swale in fall.

Posy Park

- Keep standing water out of water feature – continuous.
- Prune plant material in spring.
- Pressure wash concrete in fall.

NEIGHBORHOOD PARKS

Bayshore Circle Park

- Turf - seed and top dress in fall
- Redo entry path in decomposed granite or concrete in fall/winter
- Remove ivy from trees – ongoing
- Re-install basketball hoop fall/winter
- Repair root damaged asphalt as part of the pathway repair program
- Replace bench planks in fall
- Mulch planting areas in fall/winter

Buckeye Park

- Turf - seed and top dress in spring
- Adjust irrigation system in winter
- Weed planted areas and mulch in winter/spring
- Thin vegetation at edge of lawn area

Catalpa Tot Lot

- Mulch area around play area in winter
- Re-stain park sign in winter
- Add picnic bench in winter

Fleetwood Tot Lot

- Turf- seed and top dress in spring
- Adjust irrigation system in winter
- Mulch planting areas in fall/winter
- Weed open space next to park in fall/winter
- Clean basketball hoops and replace nets in winter
- Paint garbage can in fall
- Add picnic table in winter/spring

Forest Lane Park

- Turf - seed and top dress in fall. Continue gopher control
- Refinish park sign in winter
- Cut back Escallonia along hillside in spring
- Level and mulch entrance of park at Green Avenue in fall/winter
- Mulch planting areas in fall/winter
- Remove dead tree in front of park at Green Avenue in September
- Remove ivy from trees and plant material - ongoing
- Repaint basketball backboard and replace chains in winter
- Remove dead/overgrown plant material on hillside up to Caltrans property – ongoing
- Remove tree suckers along parking strip between Easton and Masson Avenues in fall
- Clean all signs in winter

Grundy Park

- Turf - seed and top dress in spring
- Adjust irrigation system in winter
- Repaint basketball backboards and replace nets in winter
- Cut-back ivy and vines at Cherry Avenue entrance in fall/winter
- Re-stain park sign in winter
- Pressure wash picnic tables and barbeque in fall/winter
- Replace two benches at small playground in spring

Herman Tot Lot

- Turf- seed and top dress in fall
- Prune Bottlebrush on north side of park in winter
- Add bench near playground in winter/spring
- Plant more Agapanthus near new bench in winter/spring
- Remove stumps in fall
- Refinish park sign in winter
- Mulch planting areas fall/winter

Lomita Park

- Turf - seed and top dress in fall. Continue gopher control
- Remove Myoporum stump by end of September
- Mulch planting areas in fall/winter
- Replace 4'x6' fence rail in August
- Replace No Smoking sign in August
- Paint picnic table and trash can in fall

Pacific Heights Park

- Turf - seed and top dress in spring. Continued gopher control
- Adjust irrigation system in winter
- Trim shrubs at park entrance in winter/spring
- Trim shrubs on fence line on Goodwin Drive in winter/spring
- Weed hillside around play area in winter/spring
- Trim all shrubs
- Remove unhealthy trees from middle of park in winter/spring
- Repaint gate at entrance in fall/ winter
- Repaint electrical shed in fall/winter
- Re-stain park sign in winter
- Clean basketball backboard and install new nets in winter
- Install picnic table in spring

Ponderosa Park

- Turf - seed and top dress in spring
- Weed hillside on south side of park
- Weed along fence line on the north side of park in spring
- Remove suckers from trees in winter
- Clean picnic area and add weed fabric and new mulch in winter/spring

7th Avenue Park

- Turf – seed and top dress in fall. Continue gopher control
- Mulch planting areas in fall/winter
- Clean sand area and install picnic table in winter
- Add bench near playground area in winter
- Add plant material along fence on south side of park and add irrigation in winter/spring

7th & Walnut Park

- Turf – seed and top dress in fall. Continue gopher control
- Replace park regulation sign in August
- Plant trees along back fence in fall
- Mulch planting areas in fall/winter
- Add bench near playground area in winter